

Title: **EXECUTIVE ASSISTANT**

Salary Code: Band D
Effective Date: 09/15/15
FLSA Designation: Exempt

GENERAL DESCRIPTION

Under general direction of the General Manager/General Counsel, performs a variety of duties required to support the administrative responsibilities of the General Manager/General Counsel including scheduling; researching, compiling and analyzing data; writing and editing reports and written communications; assisting with governmental relations; routing and monitoring work assignments to Divisions; and other functions related to policies, projects, and activities of the District. The individual in this class must be able to work independently with minimal supervision, maintain confidentiality of sensitive assignments, work on concurrent assignments under time limitations, and analyze problems and recommend solutions. The ability to communicate effectively is required. This is an unclassified position in which the incumbent serves at the discretion of the General Manager/General Counsel.

EXAMPLES OF WORK PERFORMED

The information listed below is meant to serve as samples of the job duties and responsibilities for positions in this classification. This list is neither inclusive nor exclusive, but indicative of several types of duties performed.

1. Gathers and compiles information on a wide variety of topics, including policies, procedures, legislation, regulations, and other activities through research or personal interviews.
2. Reviews and summarizes material and makes recommendations as appropriate.
3. Prepares letters and reports on behalf of the General Manager/General Counsel.
4. Serves as a liaison for the General Manager with staff, water users, landowners, governmental representatives, and the general public as required.
5. Records and transcribes minutes of various Committee and Board meetings. Prepares agendas and coordinates supporting documents.
6. Responds to inquiries from the general public and governmental representatives.
7. Coordinates travel and hotel arrangements of management staff and the Board of Directors.
8. Maintains records, files, and calendar of the General Manager/General Counsel.
9. Perform other duties as assigned.

EXECUTIVE ASSISTANT

Page 2

CLASSIFICATION REQUIREMENTS

Education and Experience: Any combination of equivalent education and experience that has led to the acquisition of the knowledge by the position. A typical way of acquiring the knowledge would be:

A bachelor's degree in Public Administration/Affairs, Business Administration, or a related field, **and** two (2) years of experience in a position which required research, extensive written and oral communications, and reporting.

Knowledge of:

- Methods of administrative analysis, research, report preparation, and presentation.
- Techniques of working with public.
- Administration of local public agencies.
- California agriculture and irrigation.
- Current political situations in the California water field.
- Word processing and spreadsheet software.

STANDARD REQUIREMENTS

- Possession of a valid Class C California Driver's License with a driving record acceptable to the District's automobile insurance provider is required.